

Emergency Action Plan  
Bulk Chemicals Incorporated  
809 Mohrsville Road

**I. Objective**

The objective of the Bulk Chemical Incorporated Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration's (OSHA) EAP Standard, 29 CFR 1910.38 and to prepare management, employees and visitors for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, managing resources and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at our facility.

**II. Assignment of Responsibility**

- a. Emergency Plan Manager** is the responsible person shall manage the EAP for BCI. They are responsible for ensuring all training records and requirements pertaining to this program are maintained. This will include routine tests and drills with local authorities.

*Frank Ike                      Director of Operations                      717-725-6323*

- b. Emergency Plan Coordinators** are responsible for instituting the procedures in this plan and assist with management of the program.

*David Heffelfinger                      Production Supervisor                      484-637-6009*

*Mike Hill                      Production Supervisor                      484-824-2206*

*Mike Rowley                      Environmental Health and Safety                      484-824-3533*

- c. Management** will provide training and program management including annual review of the program in an effort to minimize or eliminate risk of injury to all personnel and visitors during an emergency.
- d. Supervisors** shall follow and ensure that their employees are trained in the procedures in this EAP.
- e. Employees** are responsible for following the procedures outlined in this program.
- f.** Contractors and visitors to the facility shall sign in with the office and review all safety procedures on site including the EAP.

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**III. Plan Implementation**

**a. In the event of a fire**

- i. All employees are trained in both the EAP and Fire Extinguisher use.
- ii. All employees are trained to utilize the **RACE** method:
  1. **R** Rescue or remove anybody from the area
  2. **A** Alert others to the emergency utilizing:
    - i. Verbal Warnings
    - ii. Intercom system
    - iii. Air Horn
    - iv. Notify 911
  3. **C** Confine fire to the area if possible:
    - i. Close doors to prevent fire spread
    - ii. Isolate additional processes safety if possible
  4. **E** Extinguish if possible with a portable fire extinguisher.  
Know the capabilities of the extinguisher and potential fire.
- iii. Fire Extinguisher
  1. Use by only trained personnel
  2. Only for use on fire in the initial stages
  3. Remember **PASS**
    - a. **P** Pull Pin
    - b. **A** Aim nozzle at base of fire
    - c. **S** Squeeze handle
    - d. **S** Sweep back and forth
  4. Remember do not turn you back on the fire

**b. In the event of a chemical incident**

- i. Isolate area to prevent further contamination
- ii. Notify supervisor / management
- iii. Incidental spills includes any release of chemicals on site and does not leave the property < 4L (less than 4 liters or 1 gallon)
- iv. Minor/small spills includes any release of chemicals on site that does not leave the property and can be managed by on site personnel or contractor up to 55 gallon drum.

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- v. Large /major spills include any spills too large to manage by on site personnel or any spill that leaves the property.
  - 1. Contact 911 & management
  - 2. Attempt to prevent additional contamination through various methods
  - 3. Additional regulatory notifications will be made as required in accordance to the SPCC and PPC.
- vi. Document Spill Report and pictures for all minor and large spills.
- c. **Severe Weather** which includes thunderstorms, flooding, tornados, hurricanes, snow, or any other weather related event.
  - i. Seek shelter inside
  - ii. Monitor emergency radio announcements and keep all personnel informed
  - iii. In the event of high winds or tornado seek shelter in main building first floor hallway. This area is away from windows.
- d. **In the event of a medical incident**
  - i. Alert first aid responders on site & management for assistance
  - ii. Evaluate incident and level of care necessary
  - iii. Call 911
  - iv. Document entire incident with statements and pictures
- e. **Emergency Evacuation Rally Point** – In the event of a Fire Emergency or unmanageable chemical spill the Emergency Evacuation Rally Point (EERP) is located in the painted area next to the loading dock, in front of the caged storage area. Rallying at the EERP will be signified by an air horn. When air horn sounds all employees will rally at the EERP and wait for further instructions.
  - i. All Employees are to rally at this point to ensure all personnel are accounted for.
  - ii. No employees are to leave the facility in personal or company vehicles unless told to do so by management.
  - iii. If necessary, all personnel will move as a group to a safe location away from any further hazards.
  - iv. After rallying, instructions will be given to employees on a case by case basis, as variables may change such as wind direction.